



SCOPE OF SERVICES

Solicitation Number: CLMP307

Project Name: 2021 Roofing & Waterproofing Consultant Services Rotation List

PROJECT FOR:

City of Austin (COA), Various Departments, through its Capital Contracting Office (CCO)

PROJECT TITLE:

2021 Roofing & Waterproofing Consultant Services Rotation List

OBJECTIVES OF THE ROTATION LIST:

The objective of this project is to provide roofing and waterproofing consultant services to various City of Austin departments in order to accommodate, in a timely manner, the evaluation, design, production, bidding and construction administration of projects addressing roofing and/or waterproofing problems. The City anticipates contracting with up to seven (7) firms for approximately three (3) years or until authority is used up.

BACKGROUND:

The City currently has rotation list service agreements with seven (7) firms to provide roofing and waterproofing consultant services on various building projects and renovations. This rotation list has been in service since 2015.

CONTRACT ESTIMATE:

The City anticipates selecting approximately seven (7) firms with an estimated authorization amount of \$200,000.00 for each firm, for a total maximum authorization amount of \$1,400,000.00.

Compensation of individual project assignments will vary depending upon the scope of services required. Funding will come from the individual projects for which the services are provided. The City anticipates developing and executing a professional services agreement with each selected firm.

If a firm ceases practice during the contract period, or should the City elect to terminate its agreement with one of the selected firms, the remaining authorization will be distributed to one or more of the remaining firms.

PROPOSED PROCUREMENT SCHEDULE

Submittal Due Date: September 16, 2020
 City Council: December 10, 2020
 Contracts Executed: February 2021

ANTICIPATED SERVICES:

Consultant services which may be required include:

- Building envelope evaluations and conditions reports, including options for remediation with estimates of construction costs.
- Design Phase through Construction Phase observation of:
 - Roof replacements and/or roof repairs;
 - Waterproofing repairs of existing building envelopes, including repairs to curtain wall systems, wall panels and traffic decks;
 - Correction of subgrade water infiltration problems.
- It is anticipated that all participating firms will specify materials and the method of work of the type that will allow for use or substitute of approved equal.
- The prime firm or team is required to have at least one Roof Consultant Institute (RCI) Registered Roof Consultant (RRC) with at least three years' experience, a Registered Roof Observer (RRO), a Registered Waterproofing Consultant (RWC). They should also be members in good standing of the National Roof Contractors Association (NRCA).

MAJOR AND OTHER SCOPES OF WORK:

Below is a list of the major scopes of work that the City has identified for this project. ****There must be representation for all major scopes of work listed in the prime's statement of qualifications.*** The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.

If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

Consultant services which may be required at Owner's request, but are not limited to:

Phase A: Preliminary Phase

- Scope definition and clarification
- Needs assessment
- Provide/perform existing conditions documents (furniture, fixtures and equipment (FF&E))
- Feasibility / alternatives study

- Facility inventories (real property)
- Space adjacency analyses
- Cost estimates
- Preliminary Schedule
- Develop project budget
- Preliminary reports (including preliminary engineering, surveying, geo-tech reports, abatement reports)
- Meeting minutes

Phase B: Design Phase

- Cost estimating
- Schematic design
- Design development
- Construction documents development
- Obtain permits (Site & Building)
- Preparation of bid documents
- Meeting minutes

Phase C: Proposal Phase

- Attend proposal conferences
- Develop addenda and clarifications
- Assist with review of proposals
- Meeting minutes

Phase D: Construction Phase

- Review and approve contractor schedule
- Respond to RFIs (Requests for Information)
- Submitting Architectural Supplemental Instructions (ASIs)
- Review contractor pay applications
- Review changes in the work (field orders, change orders (CO), and change directives)
- Review submittals/shop drawings and maintain the log/register of submittals
- Review/prepare punch list
- Assist in determination of substantial completion and final completion
- Conduct final walk through
- Meeting minutes

Phase E: Post-Construction Phase

- Prepare record as-built plans
- Review and approve contractor as-built documents
- Review and approve contractors' Operations and Maintenance manuals
- Attend close-out walk-through

- Review and approve close out documents
- Review and approve warranty items
- Meeting minutes

*** Major Scopes of Work**

Roofing Consultant

Other Scopes of Work

N/A

PERFORMANCE EXPECTATIONS

It is the goal of the City of Austin to decrease project timeframes with zero impact on the quality of work being performed. The selected consultants will be expected to:

- Reduce performance periods via efficient scheduling,
- Provide cost accountability,
- Provide quality control,
- Adherence to the timelines and provisions contained in the contract's standard terms and conditions, and
Perform construction document management.

CONTRACTING AND ASSIGNMENT PROCESS

- Once a firm is selected to participate on a Rotation list and after Austin City Council approves – all selected firms will be invited to the Contract Kick-Off meeting to begin execution of their Professional Service Agreement (PSA).
- After a firm's PSA is executed, the firms will be placed in rotation for an assignment
- The Capital Contracting Office (CCO) Rotation List Manager receives the assignment request from the City of Austin Project Manager and issues an assignment letter to the consultant. The consultant will have the opportunity to accept or reject the assignment. After assignment acceptance, the consultant works with the Project Manager and provides a fee proposal for the assignment. After the Project Manager accepts the fee proposal, the Rotation List Manager issues the Notice to Proceed (NTP) to the consultant.
- The order of assignments on the FIRST pass will be ranked as shown in the order of the evaluation matrix. There may be exceptions to this based on the City's needs to expedite assignments and/or delays in PSA execution.

- The SECOND and subsequent passes will be sorted and ranked in order of each Consultant's highest remaining authority – that being – the firm with highest remaining authority will be receiving the first assignment for that pass.
- Towards the end of a rotation list CCO may make assignments out of the usual methodology in the best interest of the City by re-allocating a firm's remaining authority.
- No work shall be authorized prior to receipt of a formal, written NTP. City of Austin Project Managers do not have the authority to authorize additional or subsequent phase work prior to the formal, written NTP. Consultants who choose on their own to perform work ahead of the NTP and/or outside of their scope and budget are doing so solely at their own risk.
- The City may, however, select a firm that is felt to be the most qualified for a specific project or most able to meet a project's schedule objectives. Project-specific schedules will be agreed upon at the time professional services are defined.

Notes:

- Construction Inspection and Public Information and Communications are **NOT** subconsultant opportunities. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.
- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from future contracting opportunities with the City.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Design and Construction phase, or at assignment completion for those projects with no distinct phases (i.e., surveying, SUE services, etc.).